

Attachment 2

Quality Assurance Surveillance Plan for Contract: W91B4N-08-C-0045

25 Jun 08

1. Interrogation Plans and Reports:

Methodology for 100% Inspection of Interrogation Plans and Reports. Prior to implementation of interrogations the Senior Interrogator must approve all interrogation plans. All interrogation reports must be signed off by Team Leaders before submission. These reports must be accepted by the Reports Manager prior to the report being considered complete.

1.1 The total number of interrogation plans and reports for the week will be the LOT SIZE. The whole LOT will be inspected. The REJECT size is determined by the ACCEPTABLE THRESHOLD.

1.2 The interrogation plans are inspected and approved by the SR Interrogator before being implemented in the booth. Interrogation Reports (written IAW DIAM 58-12, the DoD HUMINT Management System (U)) are reviewed and approved by the appropriate team leader and the Reports Manager.

1.3 Refer to QA-1 for criteria.

2. STATUS REPORT:

Methodology for 100% Inspection of Status Reports: At the end of each month, the COR, in the presence of the contractor representative, will count and record each Status Report. All Status Reports will be inspected and a "pass" or "reject" grading will be assigned to each summary.

2.1 The total number of Status Reports for the month will be the LOT SIZE. The whole LOT will be inspected. The REJECT size is determined by the ACCEPTABLE THRESHOLD.

2.2 The Status Reports are inspected using Form QA-2 in the Appendix. If the results show a defect level of zero the performance is acceptable.

QA-1

CONTRACT: HUMINT Support CJTF-101 Joint Interrogation Facility

CONTRACT NUMBER: TBD

CONTRACT REQUIREMENT: Interrogation Plans and Reports

SITE:

DAY-MONTH-YEAR REPORTED;

1. Sampling Procedure Used: review of daily submitted interrogation plans and interrogation reports.
2. Level of Inspection: complete review of the interrogation plan (by Senior Interrogator) and interrogation report (Team Leader and Reports Manager)
3. Lot Size For Sampling: 100% of required interrogation plans and interrogation reports
4. Acceptable Quality Level: 100%
5. Sample Size: 100% of interrogation plans and reports
6. Rejection Level: is zero percent
7. Date of Observation:
8. Did each contractor employee submit the required interrogation plan IAW SOP?
9. Did each contractor employee submit the required interrogation report IAW SOP?
10. Do the sampling results fall below the reject level?
11. signatures:
 - a. COR
 - b. Contractor Rep

QA-2

CONTRACT: HUMINT Support CJTF-101 Joint Interrogation Facility

CONTRACT NUMBER: TBD

CONTRACT REQUIREMENT: Interrogation Status Reports

SITE:

DAY-MONTH-YEAR REPORTED;

12. Sampling Procedure Used: review of monthly submitted status reports
13. Level of Inspection: complete review
14. Lot Size For Sampling: 100% of required status reports
15. Acceptable Quality Level: 100%
16. Sample Size: 100% of required status reports
17. Rejection Level: is zero percent
18. Date of Observation:
19. Did each contractor employee submit the required status report IAW SOP?
20. Do the sampling results fall below the reject level?
21. signatures:
 - a. COR
 - b. Contractor Rep

INTERROGATOR PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED CONTRACT SERVICE	STANDARD	LOT SIZE AND ACCEPTABLE THRESHOLD	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL PRICE
Interrogation Plans	Each Contractor employee shall provide an approved interrogation plan before going into the booth	LOT SIZE is the total number of interrogation plans ACCEPTABLE THRESHOLD: all plans approved before interrogation	100% inspection by the team leader with approval by the senior interrogator.	TBD
Interrogation Reports	Each Contractor employee shall submit a timely interrogation report for each interrogation	Timely interrogation reports required to be submitted daily as required	100% inspection by the team leader with approval by the reports writer.	TBD
Status Reports				
Status Reports	Each contractor employee shall provide a monthly status report that covers the number of approved Interrogation Plans, Interrogation Reports, and Interrogations conducted. Also, the total hours of each interrogation shall be given.	Lot size is the total number of status reports required to be submitted monthly.	100% inspection monthly by the COR and Contractor Rep	TBD

1. Intelligence Analyst Collection Focus and BaseBall Cards (ECRB):

Methodology for 100% Inspection of Intelligence Analyst Collection Focus: During the week, the Collection Manager and the Senior Intelligence Analyst review each Intelligence Analyst Collection Focus document and ECRB Baseball Card. All analyst collection focus documents and baseball cards will be inspected and a "pass" or "reject" grading will be assigned document and turned back to the contractor until receiving a pass grade.

1.1 The total number of Intelligence Analyst Collection Focus documents and ECRB Baseball Cards for the week will be the LOT SIZE. The whole LOT will be inspected. The REJECT size is determined by the ACCEPTABLE THRESHOLD.

1.2 The Intelligence Analyst Collection Focus document is approved by the SR Intelligence Analyst before being implemented by the interrogator/analyst in the booth.

1.3 ECRB Baseball Card are inspected by the collection manager and the senior intelligence analyst prior to being briefed before the board.

1.4 The Intelligence Analyst Collection Focus and ECRB BaseBall cards are inspected using Form QA-3 in the Appendix. If the results show a defect level of zero the performance is acceptable.

2. STATUS REPORT:

Methodology for 100% Inspection of Status Reports: At the end of each month, the COR, in the presence of the contractor representative, will count and record each Status Report. All Status Reports will be inspected and a "pass" or "reject" grading will be assigned to each summary.

2.1 The total number of Status Reports for the month will be the LOT SIZE. The whole LOT will be inspected. The REJECT size is determined by the ACCEPTABLE THRESHOLD.

2.2 The Status Reports are inspected using Form QA-4 in the Appendix. If the results show a defect level of zero the performance is acceptable.

QA-3

CONTRACT: HUMINT Support CJTF-101 Joint Interrogation Facility

CONTRACT NUMBER: TBD

CONTRACT REQUIREMENT: Intelligence Analyst Collection Focus and BaseBall Cards

SITE:

DAY-MONTH-YEAR REPORTED;

1. Sampling Procedure Used: review of daily submitted Intelligence Analyst Collection Focus and BaseBall Cards
2. Level of Inspection: complete review of the Intelligence Analyst Collection Focus and BaseBall Cards (Collection Manager and Senior Intelligence Analyst)
3. Lot Size For Sampling: 100% of required Intelligence Analyst Collection Focus and BaseBall Cards
4. Acceptable Quality Level: 100% Intelligence Analyst Collection Focus and BaseBall Cards
5. Sample Size: 100% of weekly Intelligence Analyst Collection Focus and BaseBall Cards
6. Rejection Level: is zero percent of Intelligence Analyst Collection Focus and BaseBall Cards
7. Date of Observation:
8. Did each contractor employee submit the required Intelligence Analyst Collection Focus IAW SOP?
9. Did each contractor employee submit the required BaseBall Cards IAW SOP?
10. Do the sampling results fall below the reject level?
11. signatures:
 - a. COR
 - b. Contractor Rep

QA-4

CONTRACT: HUMINT Support CJTF-101 Joint Interrogation Facility

CONTRACT NUMBER: TBD

CONTRACT REQUIREMENT: Intelligence Analyst Collection Focus and BaseBall Cards

SITE:

DAY-MONTH-YEAR REPORTED;

- 1.Sampling Procedure Used: review of monthly submitted status reports
- 2.Level of Inspection: complete review
- 3.Lot Size For Sampling: 100% of required status reports
- 4.Acceptable Quality Level: 95% Intelligence Analyst Collection Focus and BaseBall Cards
- 5.Sample Size: 100% of monthly status reports
- 6.Rejection Level: is zero percent of Intelligence Analyst Collection Focus and BaseBall Cards
- 7.Date of Observation:
- 8.Did each contractor employee submit the required status reports IAW SOP?
- 9.Do the sampling results fall below the reject level?
10. Signatures:
 - c.COR
 - d.Contractor Rep

ANALYST PERFORMANCE REQUIREMENTS SUMMARY

REQUIRED CONTRACT SERVICE (RS1)	STANDARD	LOT SIZE AND ACCEPTABLE THRESHOLD	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL PRICE
Intelligence Analyst Collection Focus	Each Contractor employee shall provide a daily intelligence analyst collection focus for each assigned detainee folder	LOT SIZE is the total number of collection focus documents. ACCEPTABLE THRESHOLD: approved collection focus before interrogation	100% inspection weekly by the appropriate team leader the contractor reports to.	TBD
Intelligence Analyst "Baseball" Cards (ECRB)	Each Contractor employee shall submit a timely Baseball card for each detainee as required.	LOT SIZE is the total number of baseball cards produced. ACCEPTABLE THRESHOLD: approved baseball cards for presentation before the ECRB.	100% inspection weekly by the collection manager and senior intelligence analyst.	TBD

Status Reports				
REQUIRED CONTRACT SERVICE (RS2)	STANDARD	LOT SIZE AND ACCEPTABLE THRESHOLD	METHOD OF SURVEILLANCE	PROPORTION OF REQUIRED SERVICE TO TOTAL PRICE
Status Reports	Each contractor employee shall provide a monthly status report that covers the number of collection focus documents used for each active detainee folder assigned to them. Also, the number of detainee baseball cards produced as required for that week.	Lot size is the total number of status reports required to be submitted monthly. ACCEPTABLE THRESHOLD: 95% error free not requiring correction and/or resubmission.	100% monthly inspection.	TBD